



OGNIWO POLISH MUSEUM SOCIETY INC. ARTEFACT COLLECTIONS POLICY

I Intent

OgniwO Polish Museum Society Inc. is committed to collecting artefacts that define Polish Canadian life in Manitoba. The intent of this policy is to define the purpose, standards and procedures by which the collection will be acquired, documented, maintained, utilized and disposed of, in order that these responsibilities be carried out in an orderly, practical and professional manner.

II Mandate

Our purpose is to:

- A. collect, preserve, exhibit and research the historic and current Polish Canadian immigrant experience;
- B. promote and educate the public about traditional Polish culture, folk art and traditions.

III Acquisition

The Museum shall acquire artefacts in a manner consistent with its stated intent and mandate. The priorities for acquisition are as follows:

- A. any objects that are adequately documented as belonging to Polish immigrants that portray their way of life, their religious and cultural beliefs, and their assimilation into Canadian society;
- B. any objects that portray Polish culture and society, Polish music, art, sciences, technology, history, etc.;
- C. any objects relating to the method of immigration of Poles into Canada; personal histories and documents;
- D. any objects that document Polish Canadian institutions: their establishment, organization, activities and demise.

The Museum shall collect only those objects which are adequately documented and to which ethical and legal ownership can be established; to which it can obtain free and clear ownership, unencumbered by restrictions or conditions of any kind.

The Museum may collect objects that have incomplete documentation as long as they contribute to a clearer understanding of significant former customs, activities, people, or episodes.

The objects must be in reasonable condition so that the Museum may fulfill its goal of preservation, with as little alteration to objects as possible.

The Museum shall collect only those objects for which it can provide proper and continuing care and space in accord with professional museum standards.

The Museum will not collect curiosities and relics that do not contribute to a significant historical awareness for Polish Canadian life in Manitoba.

The acceptability of an artefact for the Museum's collection will be determined by the Collections Manager and Acquisitions Committee of the Museum.

The Museum will not collect duplicates unless they serve a useful and specific purpose within the Museum's program, such as educational programming.

The Museum shall encourage donation as the primary method of acquisition, but may purchase, or exchange for, objects of particular significance in a manner consistent with this Policy. Donations are deemed to be unconditional gifts.

Every acquisition shall be formalized with a legal receipt transferring ownership to the Museum.

Every donation to the Museum collection shall be followed up by a written expression of appreciation from the Collections Manager on behalf of the Board, indicating the catalogue numbers assigned, the intended utilization, and any other pertinent information.

Temporary and permanent loans shall be accepted only at the discretion of the Collections Manager and only for a specific purpose with stated time limitation.

The Museum shall acquire its collection in accordance with the laws of provincial and federal governments of Canada, and international agreements between Canada and other countries.

The authority to acquire objects through individual donation and field collection shall be the responsibility of the Collections Manager, subject to final approval of the Board.

The authority to acquire objects through purchase, exchange or conditional gift/loan shall be the responsibility of the Board upon recommendation of the Collections Manager.

The Museum reserves the right to utilize acquisitions to the collection as best suit its purposes, without necessarily placing them on exhibit.

IV Documentation

The Museum shall make every reasonable effort to systematically document the existing collection and new acquisitions as fully as possible with regard to provenance, significance, collection history and ownership history, etc.

The Museum shall, for each new acquisition, issue a receipt; keep a permanent record in the accession register and donor file; and assign a unique permanent number to each.

The objects, their documentation, and all additional written reports or interpretive copy produced by the Museum from study of the collection are the property of the Museum. The Museum shall determine the distribution and/or sharing of any proceeds from such research and publication.

V Loans

The Museum shall accept temporary incoming loans only for specific purposes of a limited duration at the discretion of the Collections Manager, subject to final approval by the Board.

The Museum shall accept long-term incoming loans only from institutions and only for educational or exhibit purposes.

Upon the authority of the Collections Manager and subject to the final approval of the Board, temporary outgoing loans from the Museum shall be made only to public institutions for purposes of legitimate research and/or interpretation.

Outgoing loans shall at all times be subject to such conditions as are consistent with the Museum's Policy and public trust obligation to ensure the proper preservation and safety of the objects while outside the confines of the Museum.

Objects borrowed or loaned by the Museum on a long-term basis must be reviewed and renewed annually by the Collections Manager and Board.

Each outgoing loan shall be documented on an official loan form where each object is itemized, the duration and conditions specified, and signed by the borrower and the Collections Manager.

Any object to leave the premises of the Museum shall be recorded on a loan form.

VI Access to the Collection

The Collections Manager shall be responsible for controlling access to, and use of, the exhibit and education collection.

Subject to the primary consideration of the preservation and safety of the collection, the Museum shall permit any legitimate researcher (including elementary and secondary students) under appropriate supervision to have access to the collection for study purposes.

In order to gain access to the collection, each researcher shall be required to complete the Research Application Form and agree to adhere to the regulations governing access to the collection.

Requests for photographic or photocopied copies of materials held by the Museum shall be limited at the discretion of the Collections Manager in order to prevent deterioration of the object, or so as not to undermine the integrity and provenance of the collection. Determination of copyright and costs of reproduction shall be the responsibility of the researcher, with input from the Collections Manager when applicable.

At the discretion of the Collections Manager, a fee may be charged for processing reproductions and other research requests. Proceeds from such fees shall be retained in the Museum's budget for collections management, as determined by the Board.

At the discretion of the Collections Manager, certain segments of the collection may be designated for handling in tactile exhibits. Otherwise, objects in the collections will not be available for handling by the public except for legitimate research purposes.

VII Deaccession

Subject to Section II of this Policy, the Museum reserves the right, as it deems fit, to dispose of any object legally in its collection which may be surplus to its needs, not meeting its mandate, or not of museum quality.

For means of deaccessioning see the Deaccession Policy.

This policy will be reviewed periodically by the Board of Directors.

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